# WAWF ADDITIONAL (ADD) INVOICING INSTRUCTIONS
## MOCAS Pay Offices Only

This document provides instructions for submitting invoices to DFAS (MOCAS) Pay Offices, via the Wide Area Workflow (WAWF) system, for additional charges authorized on a previously paid invoice, when the balance due does not meet the criteria for submission of a Modification Invoice. These instructions are intended to mirror the current manual processing of the ADD billing.

Note:

A. Additional Billing Invoices may include increased charges authorized by a modification for a specific item, which has been previously paid.
   1. If the total amount of the modification is the amount for which the vendor is invoicing, a MOD billing should be submitted. This would be true for Economic Price Adjustments, etc.
   2. If the total amount of the modification exceeds the amount for which the vendor is invoicing, an ADD billing should be submitted.
   3. If the vendor's invoice is for additional expenses, in addition to that which is authorized per modification, an ADD billing should be submitted.

B. Additional Billing is also applicable when items are deducted from a previously submitted invoice, due to lack of supporting documentation. The Payment Office will indicate the reason for deduction on the Advice of Payment.
   1. If the amount being invoiced, is for an expense other than that which is covered by a modification, an ADD billing should be submitted.
   2. If the total amount being invoiced is for transportation and/or postage, the vendor should not submit a ADD billing.

C. A separate Additional Billing must be submitted for each original invoice.

The guidance below provides a step-by-step process to submit your "ADD" invoice containing the necessary information DFAS needs to determine entitlement. Pay close attention to the "callouts" and "notes" on the screenshots for specific screen and field information. Additionally, please ensure that the invoice amount includes the full amount due.

1. Access WAWF
2. Click **Create New Document**.
3. Enter **Contract Number** and **CAGE Code**
4. Enter **Pay Office DoDAAC** (MOCAS) only (refer to pg. 4)
5. Click the "**Invoice**" radio button (refer to pg. 5)
6. Enter **Admin DoDAAC**.
7. Enter appropriate Pay Office DoDAAC in the "**Ship To Code**" field. (refer to pg. 6)

8. **Header Tab** (refer to pg. 7)

a. Shipment No. See note for instructions to properly format the shipment number.
b. Shipment Date Use current date
c. Final Shipment Leave as "N"
d. Invoice No. Applicable invoice number
e. Invoice Date Date of invoice
f. Final Invoice Leave as "N"
g. Gov't B/L No. Leave blank

**9. Line Item Tab** (refer to pg. 8)

a. Item No. Enter applicable Item No
(see note on pg. 6 for instructions)
If none, enter "NONE".
b. Stock Part No. Enter Stock Part No or NSN.
If none, enter NONE.
c. Type Enter applicable Type code.
1. e.g. MG for stock part no., or FS, for NSN.
2. If not applicable, enter MG.
d. Qty Shipped Enter applicable Item quantity.
1. If none enter 1
2. If invoicing for a Unit Price increase, enter "0"
e. Unit Enter applicable unit of measure
1. If none, enter "LO".
2. If invoicing for a Unit Price increase, enter "LO"
f. Unit Price Enter applicable unit price.
1. If none enter total Current Amount Due.
2. If invoicing for a Unit Price increase, enter Amount of Increase.

| | | |
|---|---|---|
| e.g. | Current Price | $25.00 |
| less | Original Price | $20.00 |
| | Amount of Increase | $ 5.00 |

g. SDN Leave blank
h. ACRN Enter ACRN if available, or leave blank.
i. Description of the invoice. Enter any relevant information regarding the purpose

1. Add the following note if it applies: "Original invoice submitted via WAWF, WINS or EDI"
2. Add the following information to all additional billing invoices

| | |
|---|---|
| Original Shipment Number | ### |
| Original Invoice Number | ### |
| Invoice Amount | $$$ |
| Original Amount Paid | $$$ |
| Current Amount Due | $$$ |

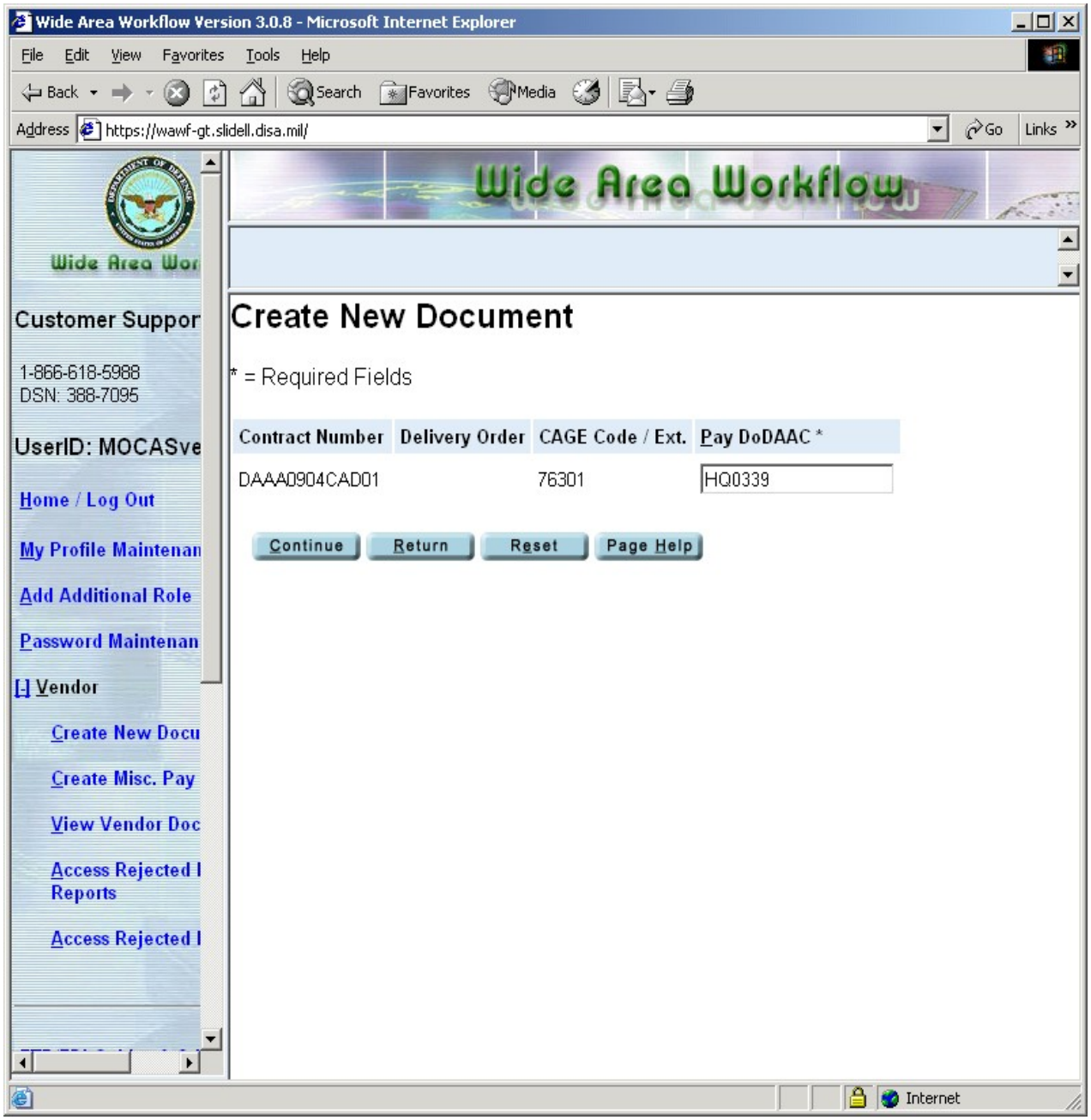
**10. Misc Info Tab** (refer to pg. 9)

Attachments

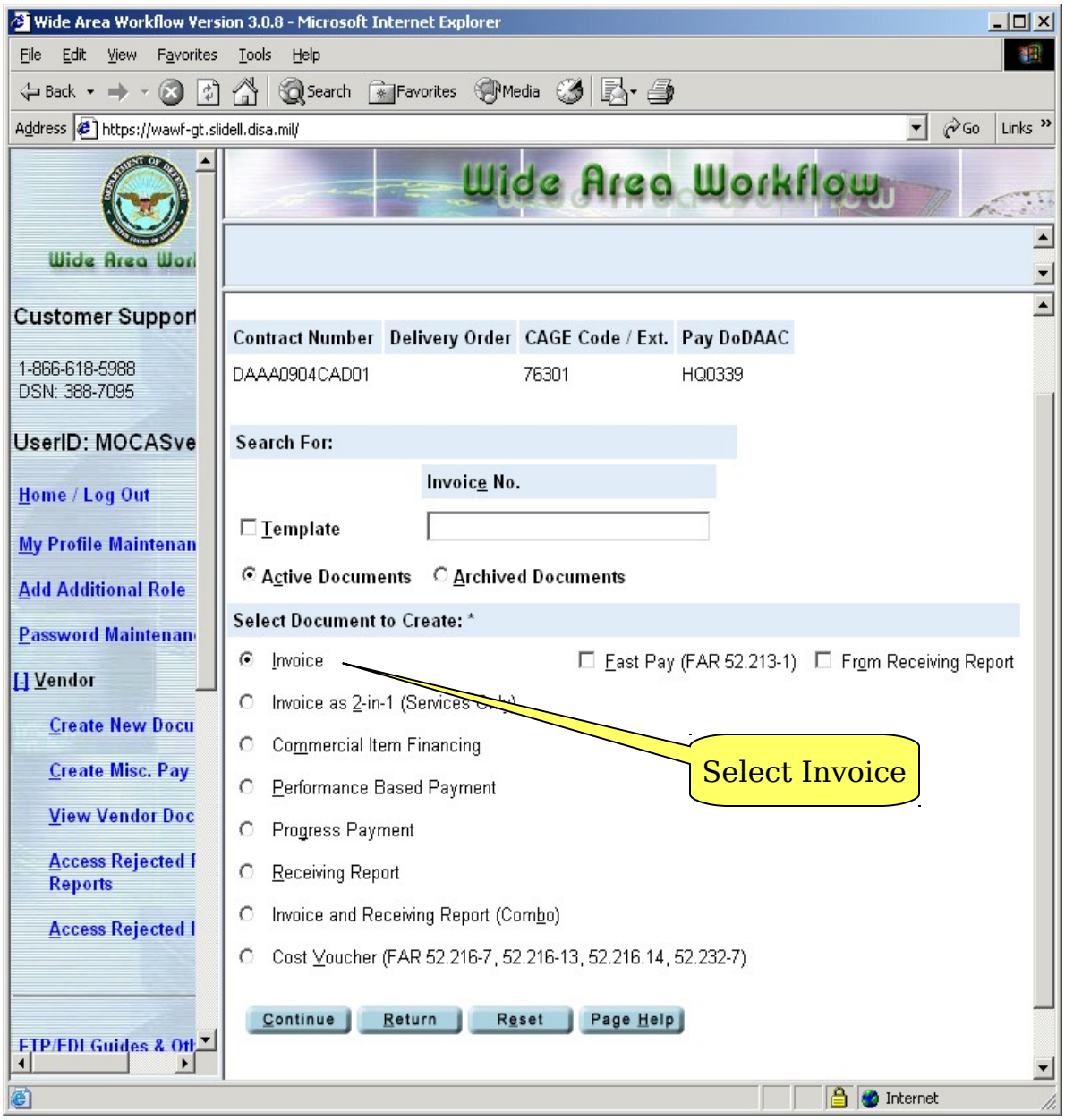
To add an attachment, click the Add button.

A. Note: If original invoice submitted manually, (outside of WAWF, WINS and EDI), it MUST be attached.
B. Multiple attachments may be associated with the document.
C. Each attachment file size must NOT exceed 2 MG
D. (see Note on fig 6 for additional information)

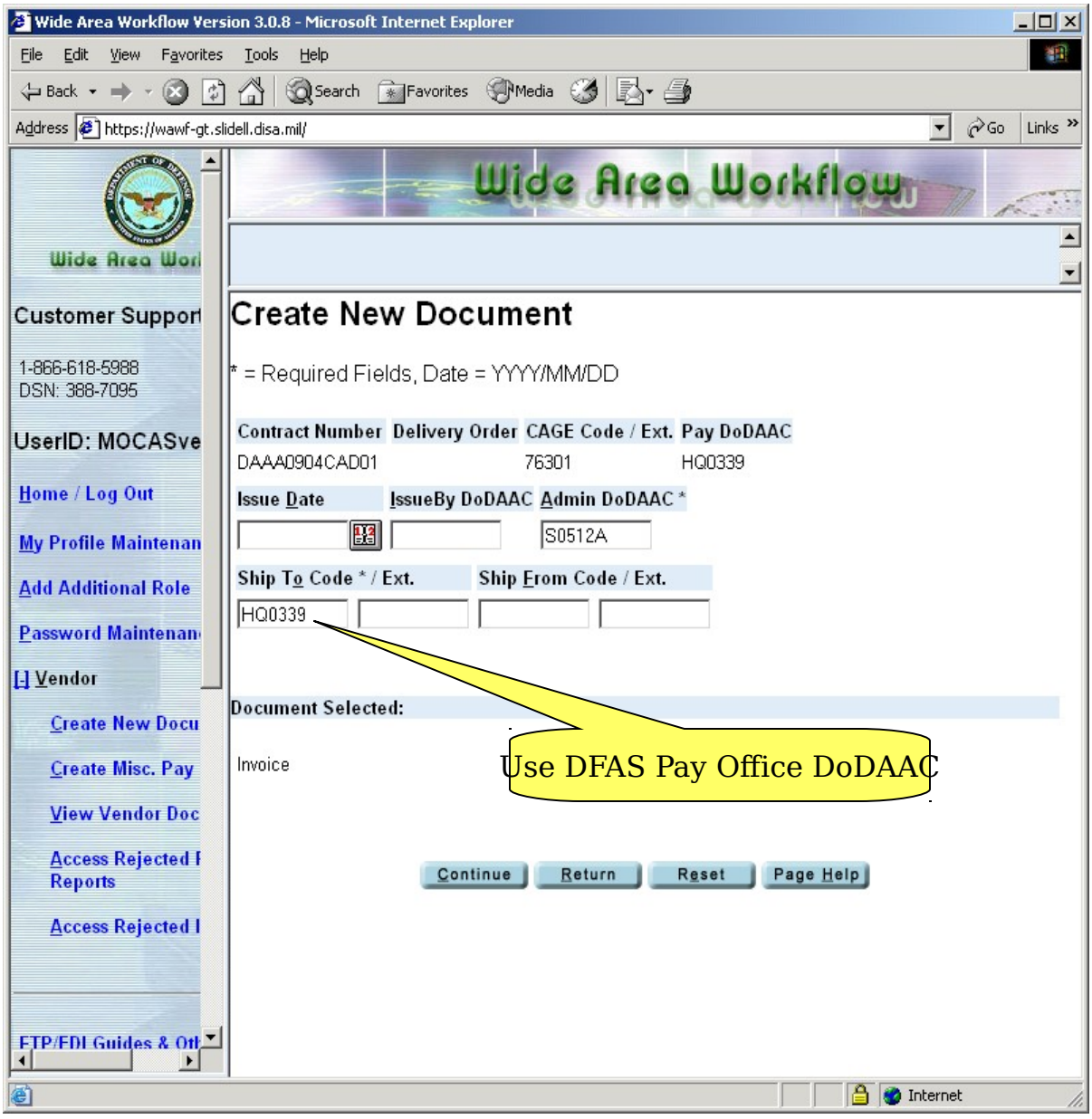
11. Click the Header Tab to **submit** your invoice**.**



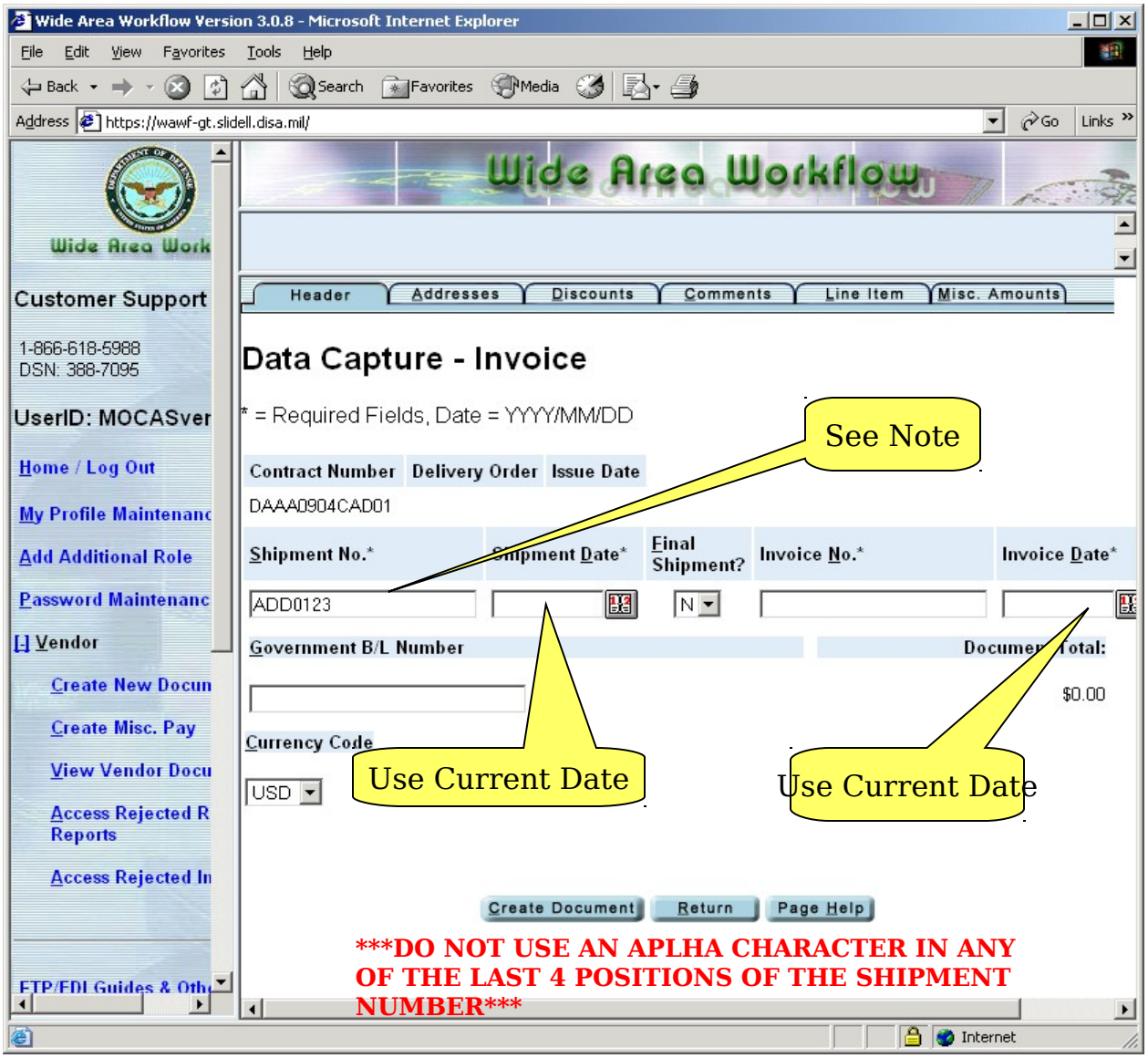

***NOTE:*** Enter the appropriate MOCAS Pay Office DoDAAC




***NOTE:*** **Don't select any other document type, only use the Invoice option.**




***NOTE:*** Enter the appropriate DFAS Pay Office DoDAAC in the “Ship To Code” f



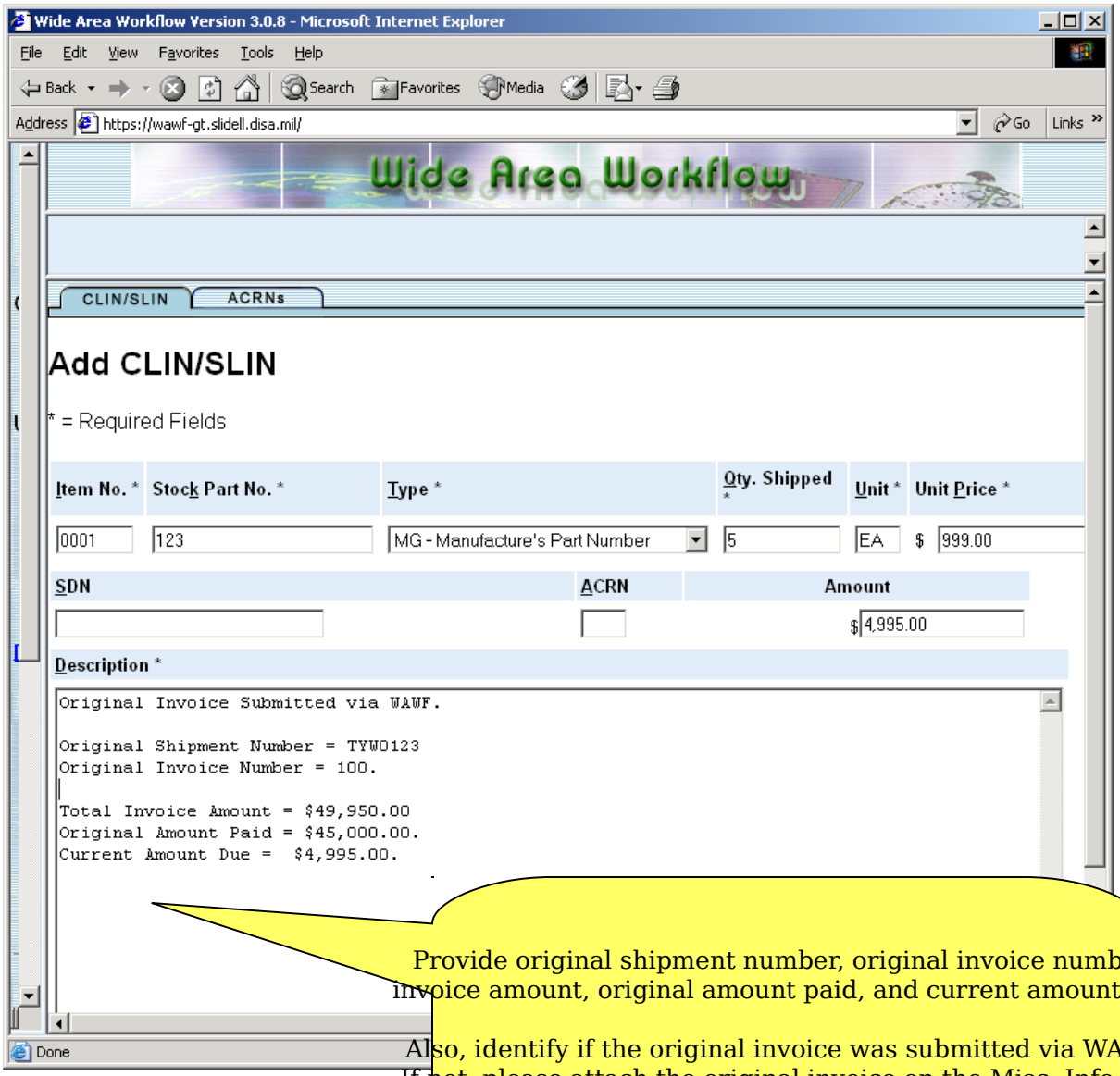

***Note*: *Assigning the Shipment number***

**Use 'ADD' as first 3 characters, then**

- **The last 4 numeric characters of the original shipment number, if this is the first additional billing against the original shipment number.**

  **Example: If original shipment number is BBB0123, use ADD0123**

- **The last 4 numeric characters of this invoice number (no alphas), if this is the second or subsequent additional billing against the original shipment number.**
- If your invoice number scheme uses the same characters in the last four positions of the number, use the last four of the sequential portion of the number


Wide Area Workflow Version 3.0.8 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://wawf-gt.slidell.disa.mil/
Go Links
Wide Area Workflow
CLIN/SLIN
ACRNs
Add CLIN/SLIN
* = Required Fields
Item No. * Stock Part No. * Type * Qty. Shipped * Unit * Unit Price *
0001 123 MG - Manufacture's Part Number 5 EA $ 999.00
SDN ACRN Amount
$ 4,995.00
Description *
Original Invoice Submitted via WAWF.
Original Shipment Number = TYWO123
Original Invoice Number = 100.
Total Invoice Amount = $49,950.00
Original Amount Paid = $45,000.00.
Current Amount Due = $4,995.00.
Done

Provide original shipment number, original invoice number, invoice amount, original amount paid, and current amount due.

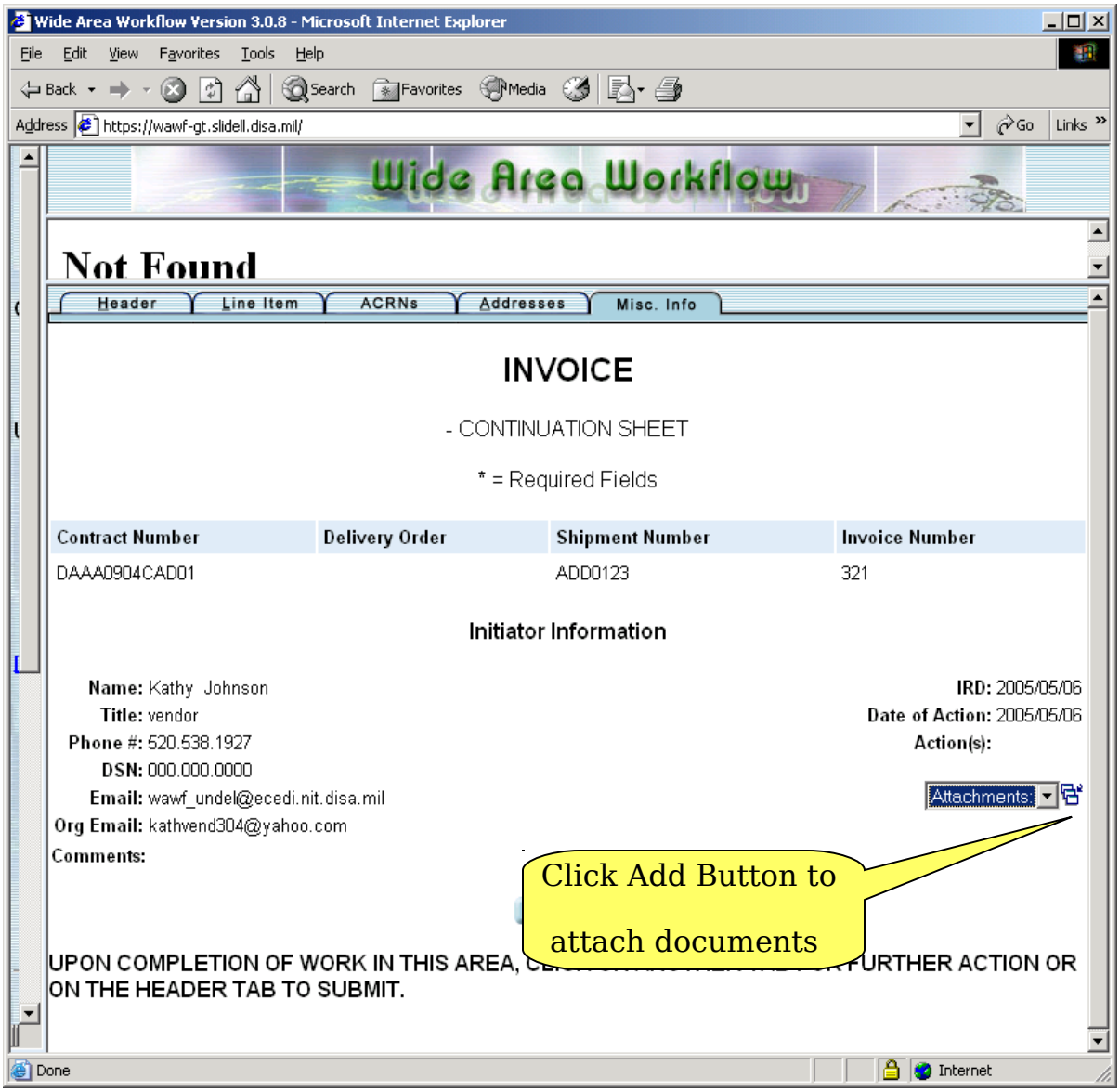
Also, identify if the original invoice was submitted via WAWF. If not, please attach the original invoice on the Misc. Info Tab.

**NOTES**:

***NO Line Item No***. If the Line Item number is not applicable, enter the word "NONE". To satisfy system validation, enter "NONE" in the "Stock Part No" and use "MG" in the "Type" field.

*Line Item No* When the contract/modification contains a Line Item, enter that number. Use the item Part No., or NSN information in "Stock Part No" and "Type" fields.

*Description* Do not cite more than one original shipment. Submit a separate additional billing associated with each original invoice.




**NOTE:**
***Add an attachment to your invoice*.** **AFTER you click "Create Document", but before you submit the invoice, go to the Misc Info Tab and click the ADD button. From there, browse your system to find and select the document(s) that you want to attach to the invoice. Multiple attachments may be associated with the document, with EACH attachment file size not to exceed 2 MG**

**DO NOT ATTACH ANY MODIFICATIONS TO YOUR INVOICE.**